

# COMMUNICATION PLAN

## 2013 ESF 8 FUNCTIONAL EXERCISE

Final: May 10, 2013



FOR OFFICIAL USE ONLY

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# EXERCISE START, SUSPENSION, AND TERMINATION

## INSTRUCTIONS

The exercise is scheduled to run for 1.5 days from 8:00 AM on Tuesday, June 25, 2013 to 12:00 PM on Wednesday, June 26, 2013. The exercise may end earlier if the Exercise Director and Senior Controller determine that exercise objectives have been met. Using the ESF 8 Messaging module<sup>1</sup>, the Exercise Director will announce the start of the exercise and exercise suspension or termination.

**All spoken and written communications will start and end with the statement "THIS IS AN EXERCISE."**

### PLAYER COMMUNICATIONS

Players will use routine, in-place agency communication systems. Additional communication assets may be made available as the exercise progresses. The need to maintain capability for a real-world response may preclude the use of certain communication channels or systems that usually would be available for an actual emergency. In no instance will exercise communications interfere with real-world emergency communications. Each venue will coordinate its own internal communication networks and channels.

The primary means of communication among the Simulation Cell (SimCell), controllers, and venues will be the ESF 8 Portal Messaging module, telephone and the HRSA radio channels. A list of key telephone numbers will be available as a Communications Directory before the exercise starts (See Attachment 1).

### COMMUNICATIONS CHECK

Before the exercise starts, the SimCell will conduct a communications check with all venues via all interfacing communications to ensure redundancy and uninterrupted flow of control information.

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<sup>1</sup> The ESF 8 Messaging Module is part of the ESF 8 emergency management application suite. It is accessed by and available to all critical healthcare facilities in the state, all ESF 8 stakeholders and staff, and other groups as needed. The Messaging Module can distribute information to contacts from all of these groups via 10 different methods, including email, text, and phone calls. All of the MSEL injects will be communicated via pre-scheduled notifications in this application.

## PLAYER BRIEFING

Controllers may be required to read specific scenario details to participants to begin exercise play. They may also have technical handouts or other materials to give to players to better orient them to the exercise environment.

## PUBLIC AFFAIRS

This exercise enables players to demonstrate increased readiness to deal with a multi-day hurricane or similar scale incident. Any public safety exercise may be a newsworthy event. Special attention must be given to the needs of media representatives, allowing them to get as complete and accurate a story as possible; however, their activities must not compromise exercise realism, safety, or objectives.

The DHH Bureau of Media and Communications (BMAC) of the Department will coordinate any efforts required for this function. No participating party will publicize this event unless directed by the Exercise Director and/or BMAC.

## FACILITY PREPARATION FOR THE ESF 8 EXERCISE

<b>PURPOSE:</b>	To update facilities on the exercise and request completion of certain key tasks including volunteering for advanced scenarios, updating contacts, attending training, etc.
<b>TARGET AUDIENCE:</b>	Emergency Preparedness Contacts, Facility Points of Contact and LERN Points of Contact for hospitals, nursing homes and adult residential care facilities. Other Stakeholders: all DRCs, LERN staff, State CST, and core ESF 8 contacts.

### COMMUNICATION PLAN EVENTS:

Subject	Objective	Audience	Method	Attachments	Timing
Introduction to Exercise	Communicate basic exercise facts	EPOCs, FPOCs, and LPOCs for hospitals, nursing homes, and ARCPs; DRCs; LERN staff; Core ESF 8 contacts; State CST	Business Email	Newsletter 1	Early April
Request for Volunteers	Request for volunteers for advanced scenarios	EPOCs, FPOCs, and LPOCs for hospitals, nursing homes, and ARCPs; DRCs; LERN staff	Business Email	Roles and Scripts – combined document	End of March through June
EMSTAT Testing	Announcement of the availability of EMSTAT 2 for testing	EPOCs, FPOCs, and LPOCs for hospitals, nursing homes, and ARCPs; DRCs; LERN staff	Business Email	Webinar schedule	Mid May through June
Facility Contacts	Request facilities to review and update contacts	EPOCs, FPOCs, and LPOCs for hospitals, nursing homes, and ARCPs; DRCs; LERN staff	Business Email	1-Page How To	End of May
EMSTAT Training	Distribution of training schedules in the regions	EPOCs, FPOCs, and LPOCs for hospitals, nursing homes, and ARCPs; DRCs; LERN staff	Business Email	Training Calendar	End of April through June

Subject	Objective	Audience	Method	Attachments	Timing
Webinars for Advanced Scenario Volunteers	Review of expectations, timelines, and support options.	For Volunteer Facilities: EPOCs, FPOCs, and LPOCs; DRCs; LERN staff	Business Email	Webinar instructions	End of May through June
Facility Contacts	Request facilities to review and update contacts	EPOCs, FPOCs, and LPOCs for hospitals, nursing homes, and ARCPs; DRCs; LERN staff	Business Email	1-Page How To	Mid June

# FACILITY EXERCISE INTRODUCTION PLAN

Following are the messaging groups that will be used to educate facilities about the ESF 8 exercise. All notifications will be preceded by "This is about the June ESF 8 Exercise."

Group Name	Members
State-Hospital Emergency Preparedness Contacts	<ul style="list-style-type: none"> <li>• Individuals in hospitals with the Position Title of Emergency Preparedness</li> <li>• Hospital DRCs</li> </ul>
State-Hospital Facility POCs	<ul style="list-style-type: none"> <li>• Individuals in hospitals with the Position Title of Facility Point of Contact</li> <li>• Hospital DRCs</li> </ul>
State-LERN Points of Contact Group	<ul style="list-style-type: none"> <li>• Individuals in hospitals with the Position Title of LERN Point of Contact</li> <li>• Hospital DRCs</li> <li>• LERN State Staff</li> </ul>
State-Nursing Home Emergency Preparedness Contacts	<ul style="list-style-type: none"> <li>• Individuals in Nursing Homes with the Position Title of Facility Point of Contact</li> <li>• Nursing Home DRCs</li> </ul>
State-Nursing Home Facility Points of Contact	<ul style="list-style-type: none"> <li>• Individuals in Nursing Homes with the Position Title of Facility Point of Contact</li> <li>• Nursing Home DRCs</li> </ul>
State-ARCP Emergency Preparedness Contacts	<ul style="list-style-type: none"> <li>• Individuals in ARCPs with the Position Title of Facility Point of Contact</li> <li>• Malcolm Tietje</li> <li>• Karen Contrenchis</li> <li>• Lisa Comeaux</li> </ul>
State-ARCP Facility Points of Contact	<ul style="list-style-type: none"> <li>• Individuals in ARCPs with the Position Title of Facility Point of Contact</li> <li>• Malcolm Tietje</li> <li>• Karen Contrenchis</li> <li>• Lisa Comeaux</li> </ul>

## NOTIFICATION SCRIPTS FOR EXERCISE INTRODUCTION

Note: All notifications will be sent at 10:00 AM.

Message #	Date	Message	Methods
1	Tuesday April 9 <sup>th</sup>	THIS MESSAGE IS ABOUT THE JUNE 2013 ESF 8 STATE EXERCISE.  ESF 8 will be conducting a statewide functional exercise on June 25 <sup>th</sup> and June 26 <sup>th</sup> . Your facility is strongly encouraged to participate in order to train your staff on new ESF 8 systems, including a new version of EMSTAT. Please see the attached on how to participate. If you have questions, please contact your DRC or send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a> . Thanks for your consideration.	Business Email
2	Tuesday May 7 <sup>th</sup>	THIS MESSAGE IS ABOUT THE JUNE 2013 ESF 8 STATE EXERCISE.  ESF 8 will be conducting a statewide functional exercise on June 25 <sup>th</sup> and June 26 <sup>th</sup> . Your facility is strongly encouraged to participate in order to train your staff on new ESF 8 systems, including a new version of EMSTAT. Please see the attached on how to participate by playing one of the various roles. If you are interested in playing an advanced role, please send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a> . If you have questions, please contact your DRC or send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a> . Thanks for your consideration.	Business Email
3	Tuesday May 21 <sup>st</sup>	THIS MESSAGE IS ABOUT THE JUNE 2013 ESF 8 STATE EXERCISE.  ESF 8 will be conducting a statewide functional exercise on June 25 <sup>th</sup> and June 26 <sup>th</sup> . Your facility is strongly encouraged to participate in order to train your staff on new ESF 8 systems, including a new version of EMSTAT. Please see the attached on how to participate. If you have questions, please contact your DRC or send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a> . Thanks for your consideration.	Business Email
4	Thursday June 6 <sup>th</sup>	THIS MESSAGE IS ABOUT THE JUNE 2013 ESF 8 STATE EXERCISE.  ESF 8 will be conducting a statewide functional exercise on June 25 <sup>th</sup> and June 26 <sup>th</sup> . Your facility is strongly encouraged to participate in order to train your staff on new ESF 8 systems, including a new version of EMSTAT. Please see the attached on how to participate. If you have questions, please contact your DRC or send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a> . Thanks for your consideration.	Business Email Business Text



Message #	Date	Message	Methods
5	Tuesday June 18 <sup>th</sup>	<p>THIS MESSAGE IS ABOUT THE JUNE 2013 ESF 8 STATE EXERCISE.</p> <p>The ESF 8 statewide functional exercise starts next week on June 25<sup>th</sup> and June 26<sup>th</sup>. Your facility is strongly encouraged to participate in order to train your staff on new ESF 8 systems, including a new version of EMSTAT. If you have questions, please contact your DRC or send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a>. Thanks for your consideration.</p>	Business Email Business Text
6	Friday June 21 <sup>st</sup>	<p>THIS MESSAGE IS ABOUT THE JUNE 2013 ESF 8 STATE EXERCISE.</p> <p>There are 3 days until we start notifications for the exercise and 4 days before the real action begins! You are strongly encouraged to participate in order to train your staff on new ESF 8 systems, including a new version of EMSTAT. If you have questions, please contact your DRC or send an email to <a href="mailto:henry.yennie@la.gov">henry.yennie@la.gov</a>. Thanks for your consideration.</p>	Business Email Business Text

# VOLUNTEER TRAINING PLAN

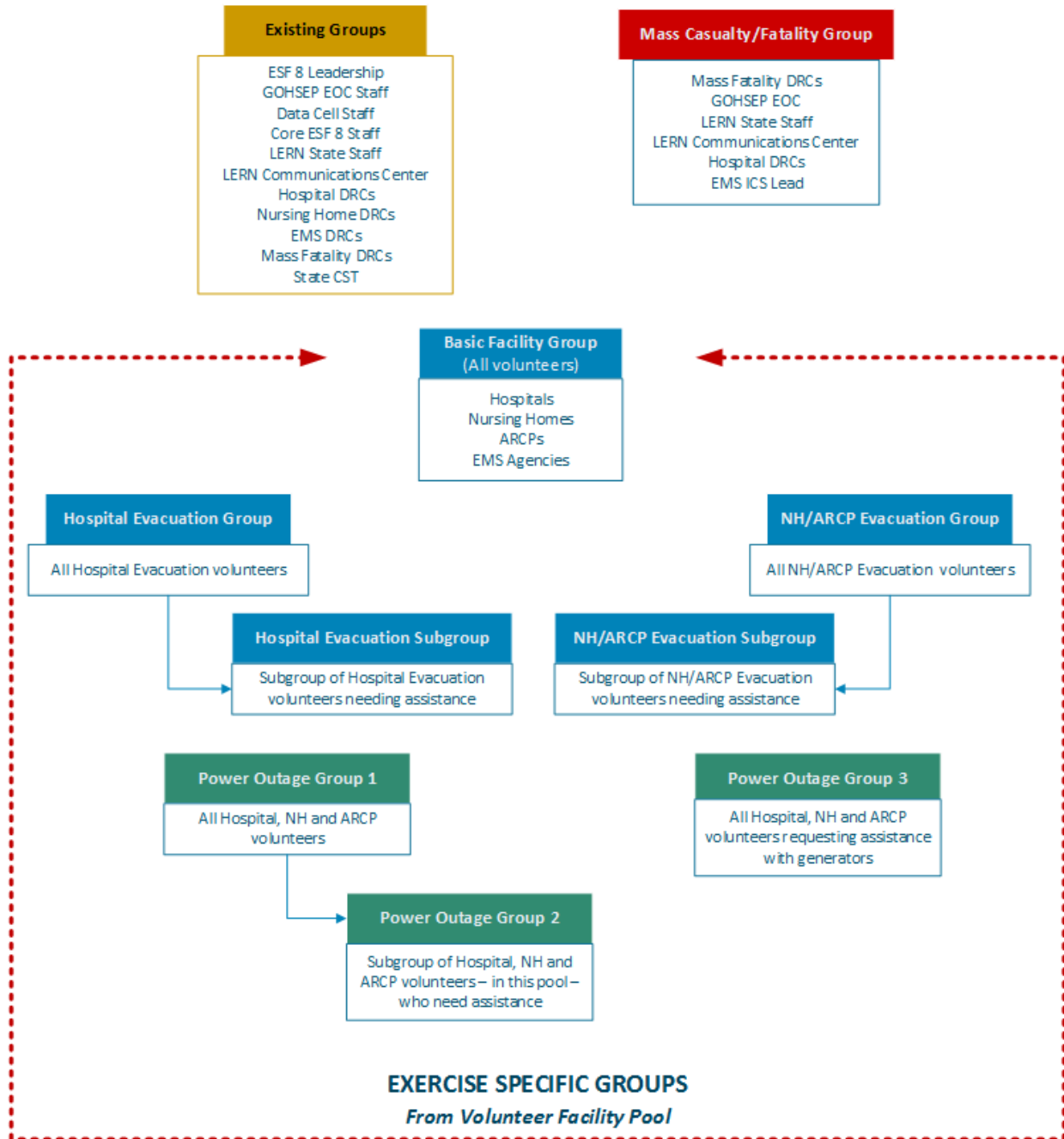
The facilities that have expressly volunteered to participate in the exercise have been assigned a variety of roles. These groups will receive training via webinar/conference call on the expectations of their actions given their role. The training will cover the following topics:

- Notification Triggers and Methods
  - What to expect concerning the use of notifications to trigger application activity and the methods used to send the notifications.
  - Participants will be asked to check their contact information in the ESF 8 Portal to ensure they have the correct information. We will provide a one-page guide to assist.
- How to Get Help
  - DRC and LERN contacts
  - GOHSEP EOC contacts
- Using the Applications
  - A quick review of EMSTAT and the At Risk Registry
  - "Quick Step" guides will be developed and distributed to the group before the exercise.

A calendar of training dates will be published after the new version of EMSTAT is successfully deployed in the QA environment.

# EXERCISE NOTIFICATION PLAN

The following notification groups have been formed to facilitate notifications throughout the exercise. The following graphic outlines the relationship of the groups involved:



Based on this schema, we will use the following existing notification groups:

Existing Group Names	Members
State-ESF 8 Leadership	<ul style="list-style-type: none"> <li>DHH leadership, ESF 8 Incident Command</li> </ul>
State-ESF 8 Core Contacts	<ul style="list-style-type: none"> <li>Core ESF 8 state-level support staff and partners</li> </ul>
State-GOHSEP Day, Night, Partners, Standby	<ul style="list-style-type: none"> <li>GOHSEP EOC roster</li> </ul>
State-Data Cell	<ul style="list-style-type: none"> <li>Data Cell roster</li> </ul>
State-Hospital DRCs	<ul style="list-style-type: none"> <li>ESF 8 ICS, LHA staff, Hospital DRCs</li> </ul>
State-Mass Fatality DRCs	<ul style="list-style-type: none"> <li>ESF 8 ICS, Mass Fatality DRCs</li> </ul>
State-Nursing Home DRCs	<ul style="list-style-type: none"> <li>ESF 8 ICS, LNHA/LA/LALA staff, Nursing Home DRCs</li> </ul>
State-EMS DRCs	<ul style="list-style-type: none"> <li>ESF 8 ICS, BEMS staff, EMS DRCs</li> </ul>
State-LERN State Staff	<ul style="list-style-type: none"> <li>ESF 8 ICS, LERN State Staff</li> </ul>
State-LERN Call Center Staff	<ul style="list-style-type: none"> <li>ESF 8 ICS, LERN State Staff staff, LERN general staff</li> </ul>
State CST	<ul style="list-style-type: none"> <li>ESF 8 ICS, IT support, Venyu support, Comtec support</li> </ul>

The following new exercise-specific groups will be created:

New Exercise Group Names	Members
Exercise - Basic Facility Group	<ul style="list-style-type: none"> <li>All Facilities volunteering for exercise (depending on number of contacts, may split up into separate sub-groups based on facility type)</li> </ul>
Exercise-Power Outage Group 1	<ul style="list-style-type: none"> <li>Hospitals, Nursing Homes and ARCPs participating in Power Outage scenario 1</li> </ul>
Exercise-Power Outage Assistance Group 2	<ul style="list-style-type: none"> <li>Hospitals, Nursing Homes and ARCPs participating in Power Outage scenario 1 and needing assistance</li> </ul>
Exercise-Power Outage Group 3	<ul style="list-style-type: none"> <li>Hospitals, Nursing Homes and ARCPs participating in Power Outage scenario 2 (generator assistance)</li> </ul>
Exercise-Hospital Evacuation Group 1	<ul style="list-style-type: none"> <li>Hospitals participating in Evacuation scenario</li> </ul>
Exercise-Hospital Evacuation Group 2	<ul style="list-style-type: none"> <li>Hospitals participating in Evacuation scenario needing assistance with data entry</li> </ul>
Exercise-Nursing Home/ARCP Evacuation Group 1	<ul style="list-style-type: none"> <li>Nursing Homes and ARCPs participating in Evacuation scenario</li> </ul>
Exercise-Nursing Home/ARCP Evacuation Group 2	<ul style="list-style-type: none"> <li>Nursing Homes and ARCPs participating in Evacuation scenario needing assistance with data entry</li> </ul>
Exercise-Mass Casualty/Fatality Group	<ul style="list-style-type: none"> <li>Mass Fatality DRCs</li> <li>GOHSEP EOC</li> <li>LERN State Staff and LERN Communications Center</li> <li>Hospital DRCs</li> <li>EMS ICS Lead for the exercise</li> </ul>

## NOTIFICATION SCRIPTS

BEFORE DAY 1: MONDAY, JUNE 24, 2013

Event #	Start Time	Event	Exercise Groups	Message	Methods
1	10:00 AM	GOHSEP EOC Notification Message	<ul style="list-style-type: none"> <li>GOHSEP EOC</li> <li>Core ESF 8</li> <li>State CST</li> </ul>	<p>This is an exercise.</p> <p>GOHSEP and the UCG have activated 24-hour operations for all ESFs. Please report to the GOHSEP EOC for your ESF 8 shift beginning tomorrow June 25<sup>th</sup>. Please refer to the attached shift schedule for your specific job and shift assignment. If you cannot fulfill your assignment, please contact Tim White at <a href="mailto:timothy.white@la.gov">timothy.white@la.gov</a>.</p> <p>This is an exercise.</p>	Business Email Business Text Personal Email Personal Text Business Phone Business Cell Personal Phone
2	10:30 AM	Data Cell Notification Message	<ul style="list-style-type: none"> <li>Data Cell</li> <li>Core ESF 8</li> <li>State CST</li> </ul>	<p>This is an exercise.</p> <p>GOHSEP and the UCG have activated 24-hour operations for all ESFs. Please report to the ESF 8 Data Cell location to begin operations starting at 6am tomorrow, June 25<sup>th</sup>. If you cannot fulfill your assignment, please contact Lucas Tramontozzi at <a href="mailto:lucas.tramantozzi@la.gov">lucas.tramantozzi@la.gov</a>.</p> <p>This is an exercise.</p>	Business Email Business Text Personal Email Personal Text Business Phone Business Cell Personal Phone

Event #	Start Time	Event	Exercise Groups	Message	Methods
3	10:45 AM	Facility Activation Message	<ul style="list-style-type: none"> <li>• Volunteer facility groups</li> <li>• Hospital DRCs</li> <li>• Nursing Home DRCs</li> </ul>	<p>This is an exercise.</p> <p>The State of Louisiana has declared an emergency for the approaching hurricane. In order to maintain situational awareness, ESF 8 has established mandatory facility reporting starting tomorrow, June 25<sup>th</sup>, for all hospitals, nursing homes and adult residential care providers in the state. All facilities are required to report their status in EMSTAT at least twice daily, once by 10:00 AM each morning and second by 2:30 PM each afternoon. Please see the attached for general guidelines and contacts if you require assistance. A formal notification will be issued tomorrow morning and may contain changes to the reporting requirements. The mandatory reporting will continue until further notice from ESF 8.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p> <p>Personal Email</p> <p>Personal Text</p> <p>Business Phone</p> <p>Business Cell</p> <p>Personal Phone</p>

DAY 1: TUESDAY, JUNE 25, 2013

Event #	Start Time	Event	Groups	Message	Methods
4	8:00 AM	Briefing Day 1	No Messaging		
5	8:30 AM	Start Exercise Day 1	<ul style="list-style-type: none"> <li>All</li> </ul>	<p>This is an exercise</p> <p>The ESF 8 Exercise is starting for Day One.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
6	8:30 AM	Facility Reporting Requirements	<ul style="list-style-type: none"> <li>Leadership</li> <li>Data Cell</li> </ul>	<p>This is an exercise.</p> <p>Please review the attached message to facilities regarding mandatory reporting requirements. Please revise as necessary so that facilities can be notified in time for the first reporting deadline this morning at 10:00 AM.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
7	9:00 AM	Notification to Facilities for Reporting Requirements	<ul style="list-style-type: none"> <li>Volunteer facility groups</li> <li>Data Cell</li> <li>GOHSEP EOC</li> <li>Hospital DRCs</li> <li>Nursing Home DRCs</li> </ul>	<p>This is an exercise.</p> <p>The State of Louisiana has declared an emergency for the approaching hurricane. In order to maintain situation awareness, ESF 8 has established mandatory facility reporting starting today, June 25<sup>th</sup>, for all hospitals, nursing homes and adult residential care providers in the state. All facilities are required to report their status in EMSTAT at least twice daily, once by 10:00 AM each morning and second by 2:30 PM each afternoon. Please see the attached for more specific guidelines and contacts if you require assistance. The mandatory reporting will continue until further notice from ESF 8.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>

Event #	Start Time	Event	Groups	Message	Methods
8	10:00 AM	Nursing homes begin to upload patients to EMSTAT	<ul style="list-style-type: none"> <li>NH/ARCP evacuation groups (1 and 2)</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please begin uploading or entering your residents to simulate a full-scale evacuation. If you have already completed this task, begin reviewing the status of the residents. Facilities requiring assistance can call contacts in the attached directory.</p> <p>This is an exercise.</p>	Business Email Business Text
9	10:00 AM	Data Cell begins monitoring compliance	<ul style="list-style-type: none"> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> <li>Leadership</li> </ul>	<p>This is an exercise.</p> <p>This is the first facility-reporting deadline. Please execute your compliance monitoring procedures.</p> <p>This is an exercise.</p>	Business Email Business Text
10	10:15 AM	H-72 Hour Conference Call	<ul style="list-style-type: none"> <li>H-72 Call Group</li> </ul>	<p>This is an exercise.</p> <p>Please join the conference call....(may try Everbridge conference call feature)</p> <p>This is an exercise.</p>	Business Phone Business Cell Home
11	10:30 AM	Facilities begin reporting power outages	<ul style="list-style-type: none"> <li>Facility power outage subgroups</li> <li>Hospital DRCs</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please begin reporting changes to your power status such as going on generator power. Also change your fuel status to something other than "Fuel Adequate".</p> <p>This is an exercise.</p>	Business Email Business Text
12	11:00 AM	Hospitals begin upload of patients to ARR	<ul style="list-style-type: none"> <li>Hospital evacuation groups (1 and 2)</li> <li>Hospital DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please begin uploading or entering your patients to the At Risk Registry to simulate a full-scale evacuation. If you have already completed this task, begin reviewing the status of the patients. Facilities requiring assistance can call contacts in the attached directory.</p> <p>This is an exercise.</p>	Business Email Business Text



Event #	Start Time	Event	Groups	Message	Methods
13	11:30 AM	Facilities begin requesting fuel	<ul style="list-style-type: none"> <li>Facility power outage subgroups</li> <li>Hospital DRCs</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please change your fuel status to "Fuel Critically low - no supply". Then contact your DRC or the GOHSEP EOC staff to request fuel. Please see attached contact directory if needed.</p> <p>GOHSEP staff and DRCs should standby to give assistance as requested.</p> <p>This is an exercise.</p>	Business Email Business Text
14	11:30 AM	Facilities call to request assistance with data entry	<ul style="list-style-type: none"> <li>All hospital subgroups for requesting assistance (Power, Evacuation, and Status)</li> <li>Data Cell</li> <li>Core ESF 8</li> <li>GOHSEP EOC</li> </ul>	<p>This is an exercise.</p> <p>Please contact your Hospital DRC, the GOHSEP EOC, LERN or the Data Cell to request assistance entering data. This data can be for regular status reporting, power issues, evacuation issues, etc. Please see the attached contact directory if needed.</p> <p>This is an exercise.</p>	Business Email Business Text
15	12:00 PM	AMP activation in Regions 3 and 9	<ul style="list-style-type: none"> <li>Hospital evacuation groups (1 and 2)</li> <li>Hospital DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>ESF 8 has decided to activate the AMR AMP locations in Regions 3 and 9. Please contact ESF 8 if you need further assistance. Please see the attached for more information and a contact directory.</p> <p>This is an exercise.</p>	Business Email Business Text
16	1:00 PM	Leadership requests briefing from Data Cell for 3pm UCG	<ul style="list-style-type: none"> <li>Data Cell</li> <li>Core ESF 8</li> <li>GOHSEP EOC</li> </ul>	<p>This is an exercise.</p> <p>ESF 8 Leadership is requesting the afternoon briefing package.</p> <p>This is an exercise.</p>	Business Email Business Text

Event #	Start Time	Event	Groups	Message	Methods
17	1:00 PM	Nursing home requests assistance evacuating	<ul style="list-style-type: none"> <li>NH/ARCP evacuation subgroup needing assistance.</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> </ul>	<p>This is an exercise.</p> <p>Please contact your Nursing Home DRC or the GOHSEP EOC to request assistance with evacuation. Please see the attached contact directory if needed.</p> <p>Data Cell staff should begin (or continue) running reports to inform ESF 8 leadership. GOHSEP EOC staff and DRCs should be prepared to lend assistance according to protocols. All parties should review the data for accuracy and completeness.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
18	1:00 PM	Facilities request replacement generators	<ul style="list-style-type: none"> <li>Facility power outage group 3</li> <li>Hospital DRCs</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please initiate contact with your DRC or the GOHSEP EOC staff to request a replacement generator. Be prepared to give details about size, fuel requirements, installation assistance, etc.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
19	1:00 PM	Nursing homes report the start of evacuations	<ul style="list-style-type: none"> <li>All NH/ARCP evacuation groups</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> </ul>	<p>This is an exercise.</p> <p>Please start changing your status and your resident data to indicate that evacuations have begun. Periodically change the status of residents to show increasing evacuation numbers. GOHSEP EOC staff should standby to lend assistance. Data Cell staff should continue report production and monitoring.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
20	1:00 PM	Mass Casualty incident begins in Region 6	<ul style="list-style-type: none"> <li>EMS ICS contact</li> <li>Mass Fatality DRCs</li> </ul>	<p>This is an exercise.</p> <p>Please initiate the mass casualty incident in Region 6. Notify the local team and the GOHSEP EOC. Please see the attached scenario and contact directory.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>

Event #	Start Time	Event	Groups	Message	Methods
21	2:00 PM	Mass Fatality group responds to 35 mass casualty deaths in Region 6	<ul style="list-style-type: none"> <li>EMS ICS contact</li> <li>Mass Fatality DRCs</li> </ul>	<p>This is an exercise.</p> <p>Please initiate the report to GOHSEP EOC that there is a substantial mass fatality component to the Region 6 mass casualty incident.</p> <p>This is an exercise.</p>	Business Email Business Text
22	2:30 PM	Hospitals complete patient uploads	<ul style="list-style-type: none"> <li>Hospital evacuation groups (1 and 2)</li> <li>Hospital DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please complete your patient uploads to the At Risk Registry.</p> <p>This is an exercise.</p>	Business Email Business Text
23	1:15 PM	Data Cell produces UCG Briefing	<ul style="list-style-type: none"> <li>Data Cell</li> </ul>	<p>This is an exercise.</p> <p>The Data Cell should complete the briefing package for the 3pm UCG meeting. Deliver the briefing package to the Leadership team at GOHSEP.</p> <p>This is an exercise.</p>	Business Email Business Text
24	3:00 PM	DRCs review patient data in ARR	<ul style="list-style-type: none"> <li>Hospital DRCs</li> <li>GOHSEP EOC</li> </ul>	<p>This is an exercise.</p> <p>DRCs should review - in the At Risk Registry - all patient data for hospitals in their region. DRCs should also indicate in the At Risk Registry that each hospital's patient list is ready. Please see the attached for more information.</p> <p>This is an exercise.</p>	Business Email Business Text
25	3:30 PM	State ESF 8 reviews patient data in ARR	<ul style="list-style-type: none"> <li>GOHSEP EOC</li> <li>Hospital DRCs</li> </ul>	<p>This is an exercise.</p> <p>The GOHSEP EOC team managing patient evacuations should review the patient data in the At Risk Registry to prepare for production of the Patient Movement Requests (PMR).</p> <p>This is an exercise.</p>	Business Email Business Text

Event #	Start Time	Event	Groups	Message	Methods
26	3:40 PM	State ESF 8 produces Form 1s for evacuating hospitals	<ul style="list-style-type: none"> <li>GOHSEP EOC</li> <li>Hospital DRCs</li> <li>JPATS contact</li> <li>TPMRC contact</li> </ul>	<p>This is an exercise.</p> <p>The GOHSEP EOC team managing patient evacuations should begin production of the Patient Movement Requests (Form 1). Identify the contacts for JPATS and TPMRC for transmission of the PMRs. Please see the attached for more information.</p> <p>This is an exercise.</p>	Business Email Business Text
27	4:00 PM	End Exercise Day 1	<ul style="list-style-type: none"> <li>All</li> </ul>	<p>This is an exercise</p> <p>The ESF 8 Exercise is ending for Day One.</p> <p>This is an exercise.</p>	Business Email Business Text

## DAY 2: WEDNESDAY, JUNE 26, 2013

Event #	Start Time	Event	Groups	Message	Methods
28	8:00 AM	Briefing Day 2	No Messaging		
29	8:15 AM	Start Exercise Day 2	<ul style="list-style-type: none"> <li>All</li> </ul>	<p>This is an exercise</p> <p>The ESF 8 Exercise is starting for Day Two.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
30	8:15 AM	Facilities call to request assistance with data entry	<ul style="list-style-type: none"> <li>Following hospital subgroups for requesting assistance (Power and Status reporting – no evacuation volunteers)</li> <li>Data Cell</li> <li>Core ESF 8</li> <li>GOHSEP EOC</li> </ul>	<p>This is an exercise.</p> <p>Please contact your Hospital DRC, the GOHSEP EOC, LERN or the Data Cell to request assistance entering data. This data can be for regular status reporting and/or power issues.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
31	8:15 AM	Facilities report power restorations and continuing outages	<ul style="list-style-type: none"> <li>Facility power outage groups</li> <li>Hospital DRCs</li> <li>Nursing Home DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Please begin reporting changes to your power status such as restoration of public power. Also change your fuel status to something consistent with returning to public power.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
32	8:15 AM	Region 7 DRC requests support from LAVA for additional hospital staff	<ul style="list-style-type: none"> <li>Region 7 Hospital DRC</li> </ul>	<p>This is an exercise.</p> <p>The Region 7 DRC should contact the GOHSEP EOC for assistance in submitting a request to LAVA for medical volunteers. Be prepared to indicate the scope of the problem, disciplines required, duration, accommodations, etc.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>

Event #	Start Time	Event	Groups	Message	Methods
33	8:15 AM	State ESF 8 submits PMRs and receives manifests from JPATS	<ul style="list-style-type: none"> <li>GOHSEP EOC</li> <li>Hospital DRCs</li> <li>JPATS contact</li> </ul>	<p>This is an exercise.</p> <p>The GOHSEP EOC team managing patient evacuations should transmit the Patient Movement Requests (Form 1) to the appropriate contacts at HHS (JPATS).</p> <p>This is an exercise.</p>	Business Email Business Text
34	8:15 AM	State ESF 8 submits PMRs and receives manifests from TPMRC	<ul style="list-style-type: none"> <li>GOHSEP EOC</li> <li>Hospital DRCs</li> <li>TPMRC contact</li> </ul>	<p>This is an exercise.</p> <p>The GOHSEP EOC team managing patient evacuations should transmit the Patient Movement Requests (Form 1) to the appropriate contacts at TPMRC.</p> <p>This is an exercise.</p>	Business Email Business Text
35	9:00 AM	Leadership requests briefing from Data Cell for 11am UCG	<ul style="list-style-type: none"> <li>Data Cell</li> <li>Core ESF 8</li> <li>GOHSEP EOC</li> </ul>	<p>This is an exercise.</p> <p>ESF 8 Leadership is requesting the afternoon briefing package.</p> <p>This is an exercise.</p>	Business Email Business Text
36	9:15 AM	Data Cell produces UCG Briefing	<ul style="list-style-type: none"> <li>Data Cell</li> </ul>	<p>This is an exercise.</p> <p>The Data Cell should complete the briefing package for the 11am UCG meeting. Deliver the briefing package to the Leadership team at GOHSEP.</p> <p>This is an exercise.</p>	Business Email Business Text
37	10:00 AM	Simulated Patient Movement	<ul style="list-style-type: none"> <li>Hospital evacuation groups (1 and 2)</li> <li>Hospital DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>Evacuating hospitals and AMP staff should begin to simulate patient movement in the At Risk Registry. GOHSEP EOC staff should prepare to give assistance to hospitals and DRCs. The Data Cell should begin to review the patient movement data and prepare for reporting to Leadership.</p> <p>This is an exercise.</p>	Business Email Business Text
38	10:30 AM	Leadership requests additional information after UCG	<ul style="list-style-type: none"> <li>Data Cell</li> <li>Core ESF 8</li> <li>GOHSEP EOC</li> </ul>	<p>This is an exercise.</p> <p>ESF 8 Leadership is requesting additional information for the next UCG.</p> <p>This is an exercise.</p>	Business Email Business Text

Event #	Start Time	Event	Groups	Message	Methods
39	10:45 AM	Data Cell produces report/data for Leadership	<ul style="list-style-type: none"> <li>Data Cell</li> </ul>	<p>This is an exercise.</p> <p>Data Cell should complete the additional briefing package for Leadership and deliver the final product to the Leadership team at GOHSEP.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
40	10:45 AM	JPATS begins to report patient movement and location	<ul style="list-style-type: none"> <li>Hospital evacuation groups (1 and 2)</li> <li>JPATS contact</li> <li>Hospital DRCs</li> <li>GOHSEP EOC</li> <li>Data Cell</li> <li>LERN</li> </ul>	<p>This is an exercise.</p> <p>JPATS should begin making changes to reflect patient movement. The GOHSEP EOC, Hospital DRCs, and AMP staff should determine if these changes are reflected in the At Risk Registry. Hospitals should also review the At Risk Registry to determine if their patients are showing any movement.</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>
41	12:00 PM	End Exercise Day 2	<ul style="list-style-type: none"> <li>All</li> </ul>	<p>This is an exercise</p> <p>The ESF 8 Exercise is ending for Day Two. There is a Hot Wash meeting scheduled to begin at 1:00 PM. Please see the attached for instructions if you want to participate. Thank you for your hard work in this exercise!</p> <p>This is an exercise.</p>	<p>Business Email</p> <p>Business Text</p>

The various attachments referred to in the messaging components above are described in the “Miscellaneous Attachments” section of this document.

## ATTACHMENT 1: CONTACT DIRECTORY

Title	Name	Email	Primary Phone
Exercise Director	Rosanne Prats, ScD	Rosanne.prats@la.gov	225-342-5168
Exercise Support POC	Henry Yennie	Henry.yennie@la.gov	225-747-0399
Controller/Evaluator	Faith Roussell-Willis	fwillis@chsamerica.com	727.510.8809
Controller/Evaluator	Nicole Peace-Coarsey	ncoarsey@ncbrt.lsu.edu	225-252-2937
Controller/Evaluator	Steve Backstrom	Charles.backstrom@la.gov	225-270-9984
Controller/Evaluator	Janet Claxton	Janet.Claxton@la.gov	225-342-2106
Data Cell Liaison	Lucas Tramontozzi	Lucas.Tramontozzi@LA.GOV	225-223-7439
GOHSEP EOC Manager	Timothy White	Timothy.white@la.gov	225-202-1013
Backup GOHSEP EOC Manager	Kenyatta Esters	Kenyatta.Esters@la.gov	318-614-8560
LERN Communications Center	LERN	lern@la.gov	1-866-320-8293
ESF 8 Desk at GOHSEP	Pit Boss	--	225-925-7355



## ATTACHMENT 2: HOSPITAL DRC DIRECTORY

REG	COORDINATOR	FACILITY	OFFICE	CELL	E-MAIL
LHA	Ken Alexander	Louisiana Hospital Association	225-928-0026	225-776-6720	kalexander@lhaonline.org
LHA	Asha Green	Louisiana Hospital Association	225-927-1228	225-252-8899	agreen@lhaonline.org
LHA	Kendra Powell	Louisiana Hospital Association	225-927-1228	225-610-9115	kpowell@lhaonline.org
LHA	Lauren Barleycorn	Louisiana Hospital Association	225-927-1228	225-405-8670	lbarleycorn@lhaonline.org
1	Norris Yarbrough	Ochsner Foundation Hospital	504-842-3772	504-329-5790	nyarbrough@ochsner.org
1	Cynthia Davidson	Region 1 ADRC	504-837-1171	225-939-1313	region1drc@yahoo.com
1	Denice Eshleman	Touro Infirmary	504-897-8175	504-235-7193	denice.eshleman@touro.com
2	Allyn Whaley-Martin	Our Lady of the Lake RMC	225-765-8329	225-247-7343	allyn.whaley-martin@ololrmc.com
2	Connie DeLeo	Baton Rouge General	225-387-7852	225-572-9658	connie.deleo@brgeneral.org
3	Percy Mosely	Terrebonne General Medical Center	985-873-4271	985-804-5275	percy.mosely@tgmc.com
3	Kim Beetz	Region 3 ADRC	985-413-2859	985-413-2859	region3drc@yahoo.com
4	Anjanette Hebert	Lafayette General Med Ctr	337-289-7441	337-654-2662	ahebert@lgmc.com

REG	COORDINATOR	FACILITY	OFFICE	CELL	E-MAIL
4 & 5	Liz Harmon	Region 4 & 5 ADRC	337-570-4230	337-570-4230	lharmon@lgmc.com
5	Scott Kyle	CHRISTUS St. Patrick of L.C.	337-491-7525	337-274-2898	jeron.kyle@christushealth.org
5	Randy Favre	West Calcasieu Cameron Hospital	337-527-4358	337-476-9133	rfavre@wcch.com
6	Mary Tarver	CHRISTUS St. Frances Cabrini	318-448-6861 318-448-6796	318-664-0843	mary.tarver@christushealth.org
7	Knox Andress	LSUHSC-Shreveport	318- 813-3311	318-465-9500	wandr1@lsuhsc.edu
8	Mike Brame	Region 8 ADRC	318-966-4971	318-348-7096	bramem@stfran.com
8	Lynn Wilson	E.A. Conway Medical Center	318-330-7525	318-381-5872	nwilson@lsuhsc.edu
9	Keith Peek	Region 9 ADRC	985-290-2642	985-290-2642	Region9DRC@yahoo.com

## ATTACHMENT 3: NURSING HOME DRC DIRECTORY

Region	Name	Business	Office Phone	Business Cell	E-Mail
1	Steve Yancovich	Mason DeVille NH Harvey	(504)362-9522	504-339-5678	syancovich@devilleharvey.com
1	Mike Ford	Riverbend Nursing & Rehab Center	504-656-0068	504-289-7300	mford1120@bellsouth.net
2	Mark Cartwright	St. Francisville Country Manor	225-635-3346	225- 405-7860	Cartwright8@countrymanor.us
2	Stephanie Marriot	Old Jefferson Community Care Center	(225) 753-3203	225- 235-7013	smarriott@commcare.com
3	Marcus Naquin	Hammond Nursing Home	(985) 542-1200	(985) 687-3436	marcusnaquin@gmail.com
3	Ronald Albin	Heritage Manor of Napoleonville	(985) 369-6011	225-330-9754	ralbin@asimgt.com
4	Sandra Book	Prairie Manor Nursing Home	337- 599-2031	337-336-1732	sbook@prairiemanor.org
4	Dale Hewitt	St Martinville Rehab & Nursing Ctr.	(337)394-6044	337-277-0361	dhewitt@asimgt.com
5	Scott Broussard	St. Frances Nursing & Rehab Center	337- 639-2934	337-305-0717	scottbroussard@aol.com
5	Russell Suire	Westwood Manor Nursing Home	(337) 463-6293	318-332-8541	russellsuire@suddenlinkmail.com
5	Jack Sanders	Management Seven, LLC	318- 590-0007	318-332-0734	jacksanders@bellsouth.net
6	Mike Hathorn	Regency House	318-445-8343	318-613-1535	regencyhouse@yahoo.com
6	Theresa Wall	Naomi Heights	318-443-5638	318-715-1858	naomiadmin@centralmanagement.com
7	Jim Henry	Guest Care Management	318- 798-2648	318-564-0566	jim@gambleguestcare.com
7	Kit Gamble	Guest Care Management	318- 798-2648	318-458-6254	kit@gambleguestcare.com
8	Keith Ferrington	Plantation Manor Nursing & Rehab Ctr	(318) 435-2225	318-715-1866	plantationadmin@centralmanagement.com
8	Jamie Shelton	Central Mangement	318- 628-4116	318-715-1873	jshelton@centralmanagement.com
9	David Stallard	LECC	985-674-0907	985-630-9525	dwstallard@bellsouth.net
9	Marcus Naquin	Hammond Nursing Home	(985) 542-1200	(985) 687-3436	marcusnaquin@gmail.com

Region	Name	Business	Office Phone	Business Cell	E-Mail
9	Mike Ford	Riverbend Nursing & Rehab Center	504- 656-0068	504-289-7300	mford1120@bellsouth.net
State	Malcolm Tietje	DHH - Health Standards	225-342-2390		Malcolm.Tietje@LA.GOV
LNHA	Myron Chatelain	Louisiana Nursing Home Association	225-927-5642	225-324-5088	mchatelain@lnha.org
LNHA	Mark Berger	Louisiana Nursing Home Association	225-927-5642	225-603-4222	mberger@lnha.org
GSAHSA	Karen Contrenchis	Gulf States Association of Homes & Services for the Aging	225-757-1350	504-442-0483	kcontrenchis@leadingagegulfstates.org
GSAHSA	Scott Crabtree	Broadway Services, Inc.	504-865-1960	504-430-9876	scrabtree@lambethhouse.com

## ATTACHMENT 4: MASS FATALITY DRC DIRECTORY

REGION	NAME	FACILITY	OFFICE	CELL	E-MAIL
1	Charles Eckert	Jefferson Parish Coroner's Office	504-450-3200		charleseeckertmd@jpcoroner.com
1	Anthony Buras	Plaquemines Port Harbor & Terminal District	504-365-9100	504-382-5014	alburas@bellsouth.net
2	Yancy Guerin	West Baton Rouge Coroner's Office	225-336-2429		yancyg@bellsouth.net
2	Crystal Moran	Ascension Parish Office of Homeland Security & Emergency Preparedness	225-621-8360	225-287-8374	cmoran@apgov.us
3	Mark Goldman	Lafourche Parish Coroner's Office	985-537-7055	504-382-5041	investigations@lpcoroner.com
4	Roy Provost	Louisiana Forensic Center	337-319-7954	337-319-7954	rprovost@laforensic.com
4	Keith Talamo	Lafayette Coroner's Office	337-319-7958		tala375@cox.net
5	Zeb Johnson	Calcasieu Parish Coroner's Office	337-477-7537		zjohnson@bellsouth.net
6	Kirk Lacour	Acadian Ambulance Service	318-563-9863	225-245-1038	klacour@acadian.com
7	Todd Thoma	Caddo Parish Coroner's Office		318-458-1776	tthoma@caddocoroner.com
8	Teri O'Neal	Ouachita Parish Coroner's Office	318-327-1362		toneal@opcoroner.org
9	Gary Tranchina	Honaker Funeral Home	985-641-1900		gary@honakerforestlawn.com
LOPA	Pam Cart	LOPA	337-207-1321	337-207-1324	pcart@lopa.org
DMORT	Arbie Goings	DMORT	225-963-9225		arbie.goings@hhs.gov

## ATTACHMENT 5: EMS DRC DIRECTORY

(Pending)

## ATTACHMENT 6: MISCELLANEOUS ATTACHMENTS

Event #	Attachments to Notification
1	GOHSEP EOC shift schedule
3	Activation Order for mandatory facility reporting
6	Activation Order for mandatory facility reporting
7	Activation Order for mandatory facility reporting Contact Directory
8	Contact Directory
12	Contact Directory
13	Contact Directory
14	Contact Directory
15	Contact Directory
17	Contact Directory
20	Mass Casualty/Mass Fatality Scenario Contact Directory
24	At Risk Registry "how to" guide for DRCs and the GOHSEP EOC
26	At Risk Registry "how to" guide for DRCs and the GOHSEP EOC
41	Instructions for participating in the Hot Wash (conference call/webinar)